

From: [Aguon, Lisa S. CIV CPF N00J](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Cc: [Patterson, Robin L CIV OPNAV, DNS-36](#); (b) (6) [LT JAGC, USN](#)
Subject: Action Item due June 21, 2013 - Quarterly FOIA Reporting
Date: Tuesday, June 11, 2013 22:48:02
Attachments: [FOIA Quarterly Report Consolidated Submission Form \(4-5-2013\).pdf](#)
[Quarterly Report Information.docx](#)
[How to use FOIA case tracker to get statistics - UPDATED.DOCX](#)
Importance: High

Good morning (b) (6)

We have a few questions from the Pacific AOR. Is this new DOJ requirement in addition to the DON Quarterly report or is it one in the same? The PDF form is for 2nd Qtr vs 3rd Qtr. The Word file references 3rd Qtr, however, the data you are soliciting is due to you prior to the end of the 3rd Qtr. Please clarify so we can ensure you receive the right data from PACFLT and subordinate commands. Thanks in advance for your time.

v/r, Lisa

-----Original Message-----

From: Aguon, Lisa S. CIV CPF N00J
Sent: Monday, June 10, 2013 1:27 PM
To: (b) (6) CDR CNSP, N00JD; (b) (6) LT CNAP, N01J; (b) (6) LCDR COMTHIRDFLT, N00J; (b) (6) CDR CSP, N02L
Cc: (b) (6) LT (C7F); (b) (6) LNC CSP, N02L; (b) (6) LN1 COMTHIRDFLT, N00J; (b) (6) CIV CNSP, N00J
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All:

Attached reporting requirement is forwarded for action. Please provide input on or before, Wednesday, 19 June 2013. Thank you in advance for your cooperation.

V/r, Lisa

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, June 10, 2013 4:52 AM
To: Adams, Holly A CIV ONR, 011G; Aguon, Lisa S. CIV CPF N00J; Alvers, Linda J CIV USFF, N01P; Ball, Pamela C. CAPT FORCE JUDGE ADVOCATE, PENSACOLA; Bortz, Laurie R CIV OCHR, 00E; (b) (6) LT COMUSNAVSO/C4F, JAG; Chase-Ramsey, Patricia E CIV NAVINSGEN, N00KS; (b) (6) LCDR OJAG, CODE 13; Claussen, Roger R CIV CORB, CORB; Clemons, Karen R CIV DON/AA; (b) (6) Crowther, Norma CIV; (b) (6) CIV NCIS, Code 00L; Donovan, Janet R RDML DJAG (RA&O); Erdmann, Eric; (b) (6); Fuentes, Tonya R CIV AD, 11.0; Garcia, Della; German, David Paul CIV; (b) (6) CDR JAGC, USN; Gray, Alison L CIV OCHR, 00E; (b) (6) LT RLISO HAWAII, PEARL HARBOR; Hamlin, Donna M CIV NAVSEA, SEA COS; (b) (6) CIV NAVSAFECEN, 055D; (b) (6) ENS COMNAVRESFORCOM, N14; (b) (6) CIV NAVFAC HQ, FM; James, Susan C CIV SPAWAR, 35000; Jones, Daniel A, NAVHISTHERITAGECOM; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6) LCDR CNIC HQ, N00; (b) (6) CIV ONRA, 00CC; (b) (6) CIV NAVAUDSVC; Martin, Gregory J CIV NAVHISTHERITAGECOM, Asst. Director, Hist. & Archives; Mastowski, Kristen; (b) (6) LCDR COMUSNAVCENT/COMFIFTHFLT; (b) (6) CDR COMUSNAVSO/C4F, SJA; (b) (6) LT CNIC HQ, N00; (b) (6) CIV RLISO, NDW; (b) (6) CIV NETC, Legal; (b) (6) LT OJAG, Code 16; (b) (6) CIV CNRFC, N00J; (b) (6) CIV Legal, 11.0; (b) (6) CIV CNRFC, N00J; (b) (6) LCDR OJAG, CODE 13

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DON FOIA Community,

Please be advised that DOJ is requiring Quarterly FOIA reporting. The DON consolidated submission is due to DNS-36 no later than COB Friday, June 21st.

1. The Echelon I/II's, will coordinate with their subcomponents (same premise as the FOIA Annual Reporting process), consolidate the component data and provide your consolidated component response in the attached format. You may use the attached format to collect your subcomponents data. If you would like the master loader format to assist you in consolidating your responses, please contact our office thru the DONFOIA-PA mailbox or the service line at 202-685-0412, and our team will expedite your request.

2. Include in your final response to the DONFOIA-PA mailbox, the hours and cost to generate your components consolidated report.

For those DON community members fully vested in the DON (NAVSEA) FOIA tracker and management tool, please find the attached SOP on how you can generate this data within the tool. This SOP provides you with visual step by step instructions.

Respectfully,

Robin Patterson

Head, DON FOIA/PA Program Office (DNS-36)

CNO Office of The Director, Navy Staff

Organization and Management Division

FOIA/PA Service Center 202 685-0412 DONFOIA-PA@NAVY.MIL

Direct line (b) (6) (b) (6) @navy.mil